

SEMS Technical Group Database User Instructions

Accessing the Database:

From the OES Homepage (www.oes.ca.gov), click on the “NIMS/SEMS” logo on the right side of the page.

This will open the “NIMS/SEMS National Incident Management System” page. Click on the link called “SEMS Technical Group (Login Required)” to access the database.

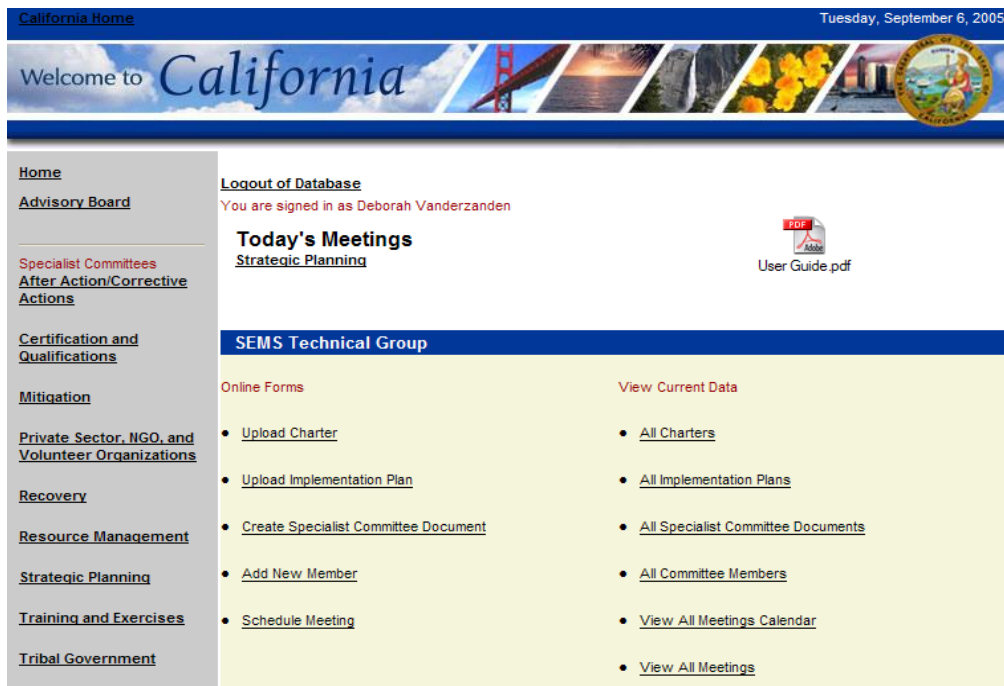
Log In: Enter your Username/Password at the prompt.



A yellow rectangular box titled "Server Login". Below the title, it says "Please type your user name and password". There are two input fields: "User name:" and "Password:". Below these fields is a blue button labeled "Log In".

Navigation and Links:

The SEMS Technical Group main page has links to all of the forms and information summaries in the database. Click the “Home” link from any screen to return to this main page.



The screenshot shows the SEMS Technical Group main page. At the top, there is a blue banner with "California Home" on the left and "Tuesday, September 6, 2005" on the right. Below the banner is a "Welcome to California" section with a collage of images including the Golden Gate Bridge, a sunset, a person climbing a mountain, and a person in a boat. On the left side, there is a vertical menu with links: Home, Advisory Board, Specialist Committees, After Action/Corrective Actions, Certification and Qualifications, Mitigation, Private Sector, IIGO, and Volunteer Organizations, Recovery, Resource Management, Strategic Planning, Training and Exercises, and Tribal Government. The main content area has a "Logout of Database" link and a message "You are signed in as Deborah Vanderzanden". Below this is a "Today's Meetings" section with a link to "Strategic Planning" and a PDF icon labeled "User Guide.pdf". The "SEMS Technical Group" section is highlighted with a blue header. It contains two columns of links. The left column, "Online Forms", includes links for "Upload Charter", "Upload Implementation Plan", "Create Specialist Committee Document", "Add New Member", and "Schedule Meeting". The right column, "View Current Data", includes links for "All Charters", "All Implementation Plans", "All Specialist Committee Documents", "All Committee Members", "View All Meetings Calendar", and "View All Meetings".

The “Advisory Board” and “Technical Group” links will show a listing of the monthly reports, the members, and scheduled meetings for both groups.

The “Specialist Committees” links display a list of any support documents created for committee selected as well as a listing of the committee members, scheduled meetings, meeting notes and monthly reports.

The “View Current Data” section provides links to summaries of all entries made in the database.

The “Online Forms” section links to online forms to create new documents in the database (access to create new forms is limited to committee chairs. The links will not be visible to other users). Below is a summary of each of the input forms:

Upload Charter – This form allows you to attach a charter document to the database.

1. Select the appropriate committee from the “Charter for:” pull down menu.
2. Click on the “Upload Document” field and click on the “Browse” button.
3. Select the file from your computer you wish to attach to the database.
4. Use the “Description” field to enter additional information about the charter document.
5. Click “Save/Submit” to save your entry.

The screenshot shows the 'Upload Charter' form on a website. The header includes 'California Home' and the date 'Wednesday, August 31, 2005'. A banner with 'Welcome to California' and various state symbols is at the top. A left sidebar contains a navigation menu with links like 'Home', 'Advisory Board', 'Technical Group', 'Specialist Committees', 'After Action/Corrective Actions', 'Certification and Qualifications', 'Mitigation', 'Private Sector, NGO, and Volunteer Organizations', 'Recovery', 'Resource Management', 'Strategic Planning', 'Training and Exercises', and 'Tribal Government'. The main form area has a title bar 'Upload Charter'. It contains a 'Save' button, a 'Save/Submit' button, a 'Date' field set to '08/31/2005', a 'Charter for:' dropdown menu set to 'Advisory Board', an 'Upload Document' field with a 'Browse...' button, a large text area for 'Description', and a 'Current Attachments' section stating 'There are no attachments on this document.'

Upload Implementation Plan - This form allows you to attach your implementation plan document to the database.

1. Select the appropriate committee from the “Plan for:” pull down menu.
2. Click on the “Upload Document” field and click on the “Browse” button.
3. Select the file from your computer you wish to attach to the database.
4. Use the “Description” field to enter additional information about the implementation plan document.
5. Click “Save/Submit” to save your entry.

The screenshot shows the 'Upload Implementation Plan' form on the same website. The header includes 'California Home' and the date 'Tuesday, September 6, 2005'. The banner and sidebar are identical to the previous form. The main form area has a title bar 'Upload Implementation Plan'. It contains a 'Save' button, a 'Save/Close' button, a 'Date' field set to '09/06/2005', a 'Plan for:' dropdown menu set to 'Advisory Board', an 'Upload Document' field with a 'Browse...' button, a large text area for 'Description', and a 'Current Attachments' section stating 'There are no attachments on this document.'

Create New Specialist Committee Document – Use this form to add a new document.

1. Select the appropriate committee from the “Document for:” pull-down menu.
2. Click on the “Upload Document” field and click on the “Browse” button.
3. Select the file from your computer you wish to attach to the database.
4. Select the Status of the document.
5. Include a Title for the document.
6. Click “Save/Submit” to save your entry.

The screenshot shows the 'Upload Document' form on the California Home page. The page header includes 'California Home' and the date 'Tuesday, September 6, 2005'. A banner with 'Welcome to California' and various images is at the top. A left sidebar contains navigation links: Home, Advisory Board, Specialist Committees, After Action/Corrective Actions, Certification and Qualifications, Mitigation, Private Sector, NGO, and Volunteer Organizations, Recovery, Resource Management, Strategic Planning, Training and Exercises, and Tribal Government. The main content area is titled 'Upload Document' and contains the following fields: 'Date' (09/06/2005), 'Document for:' (Advisory Board), 'Upload Document:' (with a 'Browse...' button), 'Document Status:' (Not Started), and 'Document Title:' (a large text area). There are 'Save' and 'Save/Close' buttons at the top. Below the form, a section titled 'Current Attachments' states 'There are no attachments on this document.'

Add New Member – Use this form to add a new member to a Specialist Committee.

1. Select the appropriate committee from the “Specialist Committee” pull-down menu.
2. Enter the Name, Location, Department, E-Mail, Phone, Job Title, and membership Status.
3. Click “Save/Submit” to save your entry.

The screenshot shows the 'Add New Member' form on the Governor's Office of Emergency Services page. The page header includes 'California Home' and the date 'Tuesday, September 6, 2005'. A banner with 'Welcome to California' and various images is at the top. A left sidebar contains navigation links: Home, Advisory Board, Specialist Committees, After Action/Corrective Actions, Certification and Qualifications, Mitigation, Private Sector, NGO, and Volunteer Organizations, Recovery, Resource Management, Strategic Planning, Training and Exercises, and Tribal Government. The main content area is titled 'Governor's Office of Emergency Services' and 'Add New Member'. It includes a 'Printer Friendly Version' link, 'Save' and 'Save/Close' buttons, and a 'Specialist Committee:' pull-down menu set to 'Advisory Board'. The form fields are: Name, Location, Department, E-Mail, Phone, Job Title, and Membership Status (with radio buttons for Chair, OES Point of Contact, and Member). There are 'Cancel' and 'Save/Close' buttons at the bottom.

Schedule Meeting – This form allows you to enter and post information about upcoming meeting and details about the meeting.

1. Select the appropriate committee from the “Sub Committee:” pull down menu.
2. Enter the Location, modify the date (if necessary), and enter the times for the meeting.
3. Click on the “Agenda” field or “Meeting Minutes” field and click on the “Browse” button.
4. Select the file from your computer you wish to attach to the database
5. Use the “Summary Notes” field to enter notes about the meeting.
6. Click “Save/Submit” to save your entry

California Home Tuesday, September 6, 2005

Welcome to *California*

Governor's Office of Emergency Services

Schedule Meeting

Printer Friendly Version

Save Save/Close

Sub Committee: Advisory Board

Current Attachments

There are no attachments on this document.

Meeting Details

Location:

Date: 09/06/2005

Time Start:

Time End:

Agenda: Browse...

Meeting Notes

Summary Notes:

Meeting Minutes: Browse...

Cancel Save/Close